

DOCUMENT RESUME

ED 220 684

CE 033 691

TITLE Vocational Gerontology Program. Food Services for the Aged.

INSTITUTION Clark County School District, Las Vegas, Nev.

SPONS AGENCY Nevada State Dept. of Education, Carson City. Div. of Vocational-Technical and Adult Education.

PUB DATE Sep 78

NOTE 27p.

EDRS PRICE MF01/PC02 Plus Postage.

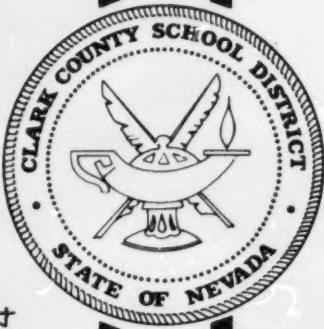
DESCRIPTORS *Educational Gerontology; *Food Service; *Foods Instruction; *Gerontology; High Schools; Occupational Home Economics; Older Adults; Program Costs; *Program Development; Program Proposals; Vocational Education

ABSTRACT

A project was proposed to expand the gerontology program at Rancho High School (Las Vegas, Nevada) into the area of food services for the aged. Development of a course in food services for the elderly would meet the students' needs for field experiences and entry-level job skills. Objectives of the proposed program included the following: (1) development of a course-of-study gerontology syllabus and accompanying materials in the area of food services for the aged; (2) establishment of a gerontology food-services laboratory at Rancho High School; and (3) demonstration of entry-level job skills by project students in providing food services to elderly citizens of the community. It was anticipated that 30 to 70 students would participate in the program, and \$50,000 was requested to conduct the project. It was proposed that a task force be hired during the 1978-79 school year to develop the syllabus, accompanying materials, and evaluation tools. At the same time, a gerontology learning laboratory was to be constructed and equipped for use by the end of the first semester of the 1979-80 school year. Students were to be enrolled in gerontology classes prerequisite to the food services for the aged course during the 1978-79 school year and during the first semester of the 1979-80 school year. Students were to begin using the gerontology laboratory in February, 1980. The laboratory course was to entail dietary and nutritional needs of the elderly as well as management, production, and distribution of food to the aged. It was proposed that students would prepare and serve meals as well as plan and present social programs to the senior citizens of the community. (Author/KC)

* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *

NY 8013201



ED220684

CLARK COUNTY SCHOOL DISTRICT

VOCATIONAL GERONTOLOGY PROGRAM

Food Services For the Aged

Submitted September 1978

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)

✓ This document has been reproduced as
received from the person or organization
originating it.
Minor changes have been made to improve
reproduction quality.

- Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

"PERMISSION TO REPRODUCE THIS
MATERIAL HAS BEEN GRANTED BY

E. Cerdisco

TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC)."

CE033691

Table of Contents

	<u>Page</u>
I. ABSTRACT	1
II. BUDGET	2
III. PROGRAM NARRATIVE	8
A. Rationale	8
B. Objectives	8
C. Procedures of Implementation	9
1. Program Design	9
2. Target Population	15
3. Time Schedule	16
4. Data Collection	17
D. Statement of Dissemination	18
E. Evaluation Procedures	18
F. Personnel Qualifications	19
G. Facilities	21
IV. ASSURANCES	23

I. ABSTRACT

The need to prepare today's youth to understand and work with the elderly has been recognized by the Clark County School District through its initiation of a gerontology program at Rancho High School. In its present stage, the District's program provides students with knowledge and understanding of the psychological and physical needs of the elderly. Through this proposed project, the District plans to expand the gerontology program into the area of food services for the aged. Development of a course in food services for the elderly would meet the students' needs for field experiences and entry-level job skills. The existing program coupled with the expanded program proposed in this project would provide a secondary level gerontology delivery system that could easily be transported to other schools throughout the nation.

The objectives of this proposed program involve: (1) development of a course-of-study gerontology syllabus and accompanying materials in the area of food services for the aged, (2) the establishment of a gerontology food services lab at Rancho High School, and (3) demonstration of entry-level job skills by project students in providing food services to elderly citizens of the community. It is anticipated that thirty to seventy students at Rancho High School will participate in the program. Requested project funds, totaling \$50,000, will be used to pay expenses of the task force and out-of-district consultants who will work with the task force; to purchase and install equipment for the gerontology lab; to hire one teacher aide to assist a project teacher/facilitator; and to purchase instructional supplies.

During the 1978-79 school year, a task force will be hired to develop the food services for the aged course-of-study syllabus and accompanying materials as well as evaluation tools. Simultaneously, a gerontology learning lab will be constructed and equipped. It is anticipated that the lab will be ready for utilization by the end of the first semester of the 1979-80 school year. Project students at Rancho High School will be enrolled in gerontology classes prerequisite to the food services for the aged course during the 1978-79 school year and during the first semester of the 1979-80 school year. In February of 1980, project students will be enrolled in the food services for the aged course in the gerontology lab. Their lab experiences will entail dietary and nutritional needs of the elderly as well as management, production, and distribution of food to the aged. Students will prepare and serve meals as well as plan and present social programs to the senior citizens of the community.

II. BUDGET

RESEARCH COORDINATING UNIT Proposed Budget Summary FY 1979

DETAILED BUDGET FOR THIS PERIOD	ANNUAL SALARY	NUMBER MONTHS	% TIME	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS		
					CASH MATCH	IN-KIND MATCH	STATE FUNDS
PERSONNEL	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Teacher/Facilitator	20,500		Approx. 19	3,878			3,878
Teacher Aide	5,100	9 mo. 6 hrs./day	100	5,100			5,100
3 member Task Force		\$8/hr. 84 hrs. ea.	100	2,016			2,016
Category Total							10,994
Fringe Benefits	Item Amount						
PERB @ 15%	8,978						1,347
NIC @ 1%	10,994						109
Employees Group Insurance 1 classified @ \$36.39/mo. x 12 mos.	437						437
Category Total							\$1,893

RESEARCH COORDINATING UNIT
Proposed Budget Summary
FY 1979

CONSULTANT/CONTRACT SERVICES	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS,		
		CASH MATCH	IN-KIND MATCH	STATE FUNDS
	(4)	(5)	(6)	(7)
3 Consultants (Out-of-District)	1,000			1,000
Category Total				1,000
Total Personnel Costs				13,887

FY 1979

DETAILED BUDGET FOR THIS PERIOD	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS		
		CASH MATCH	IN-KIND MATCH	STATE FUNDS
NON-PERSONNEL	(4)	(5)	(6)	(7)
<u>Utilities</u>				
Telephone \$41/mo. x 8 mos.				328
Category Total				\$ 328
<u>Supplies</u>				
Instructional supplies to be identified by the Task Force				2,000
Instructional supplies to be identified by the teacher of Food Services (food items)				5,000
Instructional supplies to be identified by the teacher/facilitator (miscellaneous kitchen items such as pots and pans, utensils, dishes)				4,200
Instructional materials used by Task Force				272
Category Total				\$ 11,472

RESEARCH COORDINATING UNIT
Proposed Budget Summary
FY 1979

DETAILED BUDGET FOR THIS PERIOD	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS		
		CASH MATCH	IN-KIND MATCH	STATE FUNDS
NON-PERSONNEL	(4)	(5)	(6)	(7)
<u>Capitol Outlay</u>				
Combination range, 4 open burners, 24" fry top with oven				1,200
24" char broiler (open storage base)				1,000
Salamander broiler				900
Gas fryer				900
Pot sink with pot rack				650
Hand sink				40
Work tables				400
Hood/wall flash + exhaust				3,500
Fire System				750
Reach-in freezer (22 cu. ft.)				1,500
Gas steam table				1,000
Reach-in refrigerator two door (47 cu. ft.)				2,200
Sandwich and salad table				1,000
Microwave (Commercial 1000 W)				1,200
Category Sub-Total				\$ 16,240
Suggested allowable markup from time of estimate to time of purchase				3,248
Category Sub-Total				\$ 19,488

RESEARCH COORDINATING UNIT

Proposed Budget Summary

FY 1979

DETAILED BUDGET FOR THIS PERIOD	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS		
		CASH MATCH	IN-KIND MATCH	STATE FUNDS
NON-PERSONNEL	(4)	(5)	(6)	(7)
<u>Capitol Outlay (continued)</u>				
Equipment installation:				
Electrician 5 days x 8 hrs./day x \$25/hr.				1,000
Electrician helper 5 days x 8 hrs./day x \$14/hr.				560
Cost of Electrical materials				376
Plumber 5 days x 8 hrs./day x \$28/hr.				1,120
Plumber helper 5 days x 3 hrs./day x \$14/hr.				560
Cost of Plumbing materials				320
Page Sub-Total				\$ 3,936
Category Total				\$ 23,424
<u>Other Costs</u>				
Indirect Costs @ 1.81%				889
Category Total				\$ 889
Total Non-Personnel Costs				\$ 36,113

DISTRICT IN-KIND CONTRIBUTIONS

Building Construction at Rancho High School

A gerontology lab will be built where an open-air patio currently exists. Cost is estimated at \$32/sq. ft. x 1,260 sq. ft. = \$40,320.00.

III. PROGRAM NARRATIVE

A. RATIONALE

Modern health care has greatly extended life expectancy, resulting in doubling the proportion of the aged during the twentieth century. The number of trained individuals equipped to meet the psychological as well as day-to-day needs of the elderly is not adequate. In addition, the predominately rural, agricultural setting of the past provided a more comfortable environment for the aged than does the urbanized and mobile society of today. Hence, the problems faced by the elderly have increased to the point where these problems are a concern both politically and educationally.

Formalized study in the field of gerontology is a discipline dealing with the needs and problems of the elderly. According to the 1978 edition of the Employment Security Department's Nevada Annual Planning Report, the population of individuals aged sixty-five and older in Clark County as well as in the state of Nevada increased by approximately forty-five percent during the past eight years. Yet, in Nevada, as nearly all areas of the United States, the study of gerontology either is nonexistent or is only in the process of being formulated.

The Clark County School District has demonstrated a recognition of the need of preparing today's youth to understand and work with the elderly by initiating a gerontology program at one of its local high schools. In its present stage, the District's program provides students with knowledge of the aging process and with an understanding of the needs and problems of the elderly. It is proposed through this project to expand the District's gerontology program into the area of food services. Development and implementation of a course in food services for the aged would provide the potential labor force at Rancho High School with field experiences and entry-level job skills. At the same time, elderly citizens in the community would benefit directly as recipients of meals prepared and served by students enrolled in the program.

B. OBJECTIVES

1. During the 1978-79 school year, a comprehensive gerontology course-of-study syllabus and accompanying materials in the area of food services for the aged will be developed for grades 10-12, evidenced by printed copies of developed curricula and materials.
2. During the 1978-79 and 1979-80 school years, a gerontology learning lab will be established, to provide instruction in the area of food services for the aged, evidenced by a monitoring checklist indicating that all equipment has been received and installed.
3. During the 1979-80 school year, project participants at Rancho High School will demonstrate entry-level job skills in management, production, and distribution of food for the aged, evidenced by a locally developed checklist completed by the teacher for each gerontology enrollee.

C. PROCEDURES OF IMPLEMENTATION

1. Project Design

a. Approach:

Gerontology embraces the study of the aged and their problems. Clark County School District is one of few school districts across the nation, and only system in Nevada, to include gerontology in its course of study. Phase one of the District's gerontology program, the foundation phase, has been implemented at Rancho High School. It involves classroom instruction in the areas of (1) old age in America, (2) growing old and becoming poor, (3) pensions and the elderly, (4) right to work, (5) housing for the elderly, (6) needs of the elderly, (7) medical needs of the elderly, (8) emotional problems and mental illness of the elderly, (9) institutional care of the elderly, (10) victimization of the elderly, (11) pacification of the elderly and politics of the elderly, and (12) gift of life. By providing this foundation, students gain knowledge of and empathy for the needs of the aged. The second phase of the gerontology program at Rancho High School, which will emanate from this project, will provide students with entry-level job skills in the area of food services for the aged. This phase will emphasize dietary and nutritional needs of the elderly, and it will provide students with hands-on experiences in preparing and serving meals to senior citizens.

There are three key elements to this proposed project. First, a syllabus and accompanying materials in the area of food services for the aged will be developed. Second, while curriculum is being developed, a gerontology learning lab in the area of food services for the aged will be established. Third, students will be trained in the area of food services for the aged.

During the 1978-79 school year, a three member task force, headed by a project teacher/facilitator, will develop a course-of-study syllabus and accompanying materials on food services for the aged and will also develop evaluation tools. Individuals who are currently involved in the field of gerontology or related fields will be hired as consultants to work with and assist the task force. A portion of the project teacher/facilitator's salary will be paid from project funds. This individual will be assisted by a teacher aide, whose entire salary will be paid from project funds.

Existing facilities at Rancho High School will be expanded at District expense to house a gerontology learning lab. Equipment outlined in the budget will be purchased and installed in the gerontology lab when construction has been completed. It is anticipated that the lab will be ready for use sometime during the 1979-80 school year.

Student instruction in management, production, and distribution of food to the elderly will begin the second semester of the 1979-80 school year. Prerequisite gerontology courses must be taken before students are permitted to enroll in the food services for the aged course. The gerontology learning lab, in which the food services for the aged course will be conducted, is not scheduled for completion until January 1980. Therefore, complete implementation of this proposed project will involve both the current school year and the 1979-80 school year.

b. Implementation Plan:

- (1) Upon notification of project funding, a coordinator in the Department of Federal Programs will have established a special project budget unit for program expenditures, evidenced by Accounting Department records.
- (2) Upon notification of project funding, the project teacher/facilitator will have begun working on the project, as evidenced by project records.
- (3) Within three weeks of notification of project funding, the principal of Rancho High School will have hired a teacher aide to assist the project teacher/facilitator, evidenced by Division of Personnel records.
- (4) During the 1978-79 and 1979-80 project years, a coordinator in the Department of Federal Programs will have monitored project fund expenditures to assure fiscal responsibility, evidenced by monthly budget print-outs and Accounting Department records.
- (5) During the 1978-79 and 1979-80 school years, project activities in relation to project objectives will have been systematically reviewed and monitored, evidenced by monitoring records on file.
- (6) By the end of December 1978, the Director of Vocational Education will have prepared purchase order requests for equipment to be installed in the gerontology lab, evidenced by receipt of purchase order requests by the Purchasing Department.
- (7) By the end of December 1978, the Director of Vocational Education, in conjunction with the principal of Rancho High School, will have contacted the School Facilities Division to initiate the Rancho High School gerontology learning lab building construction and equipment installation, evidenced by project records.
- (8) By the end of December 1978, the Director of Vocational Education and the Director of Secondary Curriculum will have identified two individuals to serve with the project teacher/facilitator on a gerontology task force, evidenced by project records.
- (9) By the end of December 1978, the Director of Vocational Education and the Director of Secondary Curriculum will have identified consultant(s) to work with the gerontology task force and will have made appropriate arrangements for their employment, evidenced by project records and Board of School Trustee meeting minutes.
- (10) By the end of the second week of January 1979, the project teacher/facilitator will have established a gerontology task force meeting schedule and will have notified the gerontology task force members, evidenced by project files.
- (11) From January through May 1979, consultant(s) will have provided orientation and assistance to the gerontology task force regarding syllabus and materials development in the area of food services for the aged, evidenced by project records and Accounting Department records.

- (12) During the funding period, the project teacher/facilitator will have ordered instructional materials needed for project activities, evidenced by monthly budget expenditure printouts.
- (13) During the 1978-79 school year, a teacher aide will have assisted the project teacher/facilitator with clerical tasks related to the project, evidenced by monitoring reports.
- (14) By the end of April 1979, the gerontology task force will have developed a comprehensive gerontology course-of-study syllabus and accompanying materials in the area of food services for the aged, evidenced by a review copy of the syllabus and accompanying materials.
- (15) By the end of May 1979, the gerontology task force, the Director of Vocational Education, and the Director of Secondary Curriculum will have critiqued the review copy of the syllabus and accompanying materials and will have made suggestions for revision, evidenced by review copies submitted to the project teacher/facilitator.
- (16) By the end of June 1979, the gerontology task force will have made necessary revisions to the syllabus and accompanying materials, evidenced by printed copies of the syllabus and accompanying materials.
- (17) By the end of June 1979, the gerontology task force will have developed a checklist, in conjunction with a representative of the Department of Research and Development, for assessing student skill mastery in the areas of management, production, and distribution of food for the aged, evidenced by printed copies of the checklist.
- (18) By the end of June 1979, the gerontology task force, in conjunction with a representative from the Department of Research and Development, will have developed a questionnaire regarding the quality of meals to be served to the aged in relation to their needs, evidenced by printed copies of the questionnaire.
- (19) From September 1979 through January 1980, project students will have been instructed in a classroom setting in the basics of food management, production, and distribution along with the basics of nutrition and dietary needs of the aged, evidenced by school records.
- (20) By the end of January 1980, students to be enrolled in the gerontology classes on food services for the aged will have obtained health cards from the Clark County Department of Health, evidenced by teacher records.
- (21) By the end of January 1980, equipment installation for the gerontology learning lab at Rancho High School will have been completed, evidenced by project and by School Facilities Division records.
- (22) From February through May 1980, the syllabus and accompanying materials developed by the task force will have been implemented in gerontology classes, evidenced by monitoring records.
- (23) From February through May 1980, project students will have received skill training in planning, preparing, and serving meals to the aged, evidenced by teacher records.

- (24) From February through May 1980, as scheduled by the instructor, project students will have prepared and served meals and will have planned and presented social programs to aged residents of the community, such as residents of Archie C. Grant Park, evidenced by teacher records.
- (25) Between February and May 1980, senior citizens will have completed questionnaires after having been served meals through the gerontology program at Rancho High School, evidenced by completed copies of the questionnaire.
- (26) Between February and May 1980, the gerontology food services teacher at Rancho High School will have reviewed questionnaires completed by senior citizens for the purpose of evaluating student progress and program curriculum, evidenced by teacher records.
- (27) By the end of May 1980, the gerontology food services teacher will have completed a skill mastery checklist for each project participant, evidenced by completed checklists forwarded to the project teacher/facilitator.
- (28) During the funding period, dissemination activities will have occurred as outlined in section D of this proposal, evidenced by project records.
- (29) By June 7, 1980, the project teacher/facilitator will have completed a final report of project activities, evidenced by receipt of same by the Department of Federal Programs.
- (30) At dates established by the funding agency, quarterly reports shall have been completed and submitted to the funding agency, evidenced by project records.
- (31) At a date established by the funding agency, the Department of Federal Programs in conjunction with the Director of Vocational Education and a representative of the Department of Research and Development will have completed a final report of project activities in the format prescribed by the Nevada Department of Education, evidenced by printed copies of the report.
- (32) At a date established by the funding agency, project budget fund allocations will have been expended or encumbered, evidenced by a copy of the budget printout.

c. Job Descriptions:

(1) Director, Department of Federal Programs

- (a) Acts as liaison with funding agency.
- (b) Works with appropriate District personnel, if program activities require contact with the funding agency.
- (c) Assures that all reports to the funding agency are submitted, as required.
- (d) Reviews monitoring reports with exceptions and works with appropriate individuals to assure alleviation of problems.

(3) Federal Programs Monitor

- (a) Monitors program activities according to an established schedule and uses the Department of Federal Programs prescribed monitoring forms.
- (b) Completes the monitoring forms after each visitation and submits a copy to the school principal, or designated site administrator, within one week of each activity monitored.

(4) Assistant Superintendent, Secondary Education

- (a) Supervises the school principal, the Director of Vocational Education, and the Director of Secondary Curriculum.
- (b) Meets with appropriate individuals to alleviate problems, whenever necessary.
- (c) Periodically monitors project activities.

(5) Site Administrator (School Principal or Designee)

- (a) Hires the Project Teacher Aide.
- (b) Supervises the project teacher/facilitator and the teacher aide.
- (c) Works cooperatively with the Director of Vocational Education and the project teacher/facilitator to implement project activities.
- (d) Works with School Facilities Division personnel and the Director of Vocational Education to assure satisfactory completion of the gerontology lab building construction and equipment installation.
- (e) Meets with project and District personnel to alleviate problems, whenever necessary.
- (f) Evaluates the work performance of the project teacher/facilitator and of the project teacher aide.
- (g) Periodically monitors project activities.
- (h) Performs other duties related to project implementation, as appropriate.

(6) Director of Vocational Education

- (a) Assumes responsibility for project budget expenditures and consults with the Federal Programs Monitoring Coordinator on same.
- (b) Prepares and submits purchase order requests for equipment to be purchased for the gerontology lab.
- (c) Initiates contact with School Facilities Division personnel for construction of the gerontology lab and for equipment installation and works cooperatively with site administrator on same.
- (d) Identifies consultants to work with the task force, in conjunction with the Director of Secondary Curriculum, and arranges for the employment of identified consultants.
- (e) Identifies two task force members, in conjunction with the Director of Secondary Curriculum, to work with the project teacher/facilitator on the gerontology task force.
- (f) Works cooperatively with the site administrator and the project teacher/facilitator to implement project activities.
- (g) Periodically monitors project activities.

- (h) Critiques the gerontology food services for the aged syllabus and accompanying materials before they are prepared in final form.
- (i) Obtains required certification for the food services for the aged course.
- (j) Meets with project and District personnel to alleviate problems, whenever necessary.
- (k) Handles dissemination activities outlined in this proposal.
- (l) Performs other duties related to project implementation, as appropriate.

(7) Director of Secondary Curriculum

- (a) Identifies two task force members, in conjunction with the Director of Vocational Education, to work with the project teacher/facilitator on the gerontology task force.
- (b) Identifies consultants to work with the task force, in conjunction with the Director of Vocational Education.
- (c) Critiques the gerontology food services for the aged syllabus and accompanying materials before they are prepared in final form.
- (d) Provides other services related to curriculum development, as appropriate.

(8) Project Teacher/Facilitator

- (a) Serves as a member and chairs the gerontology task force.
- (b) Schedules meetings of the gerontology task force.
- (c) Maintains payroll records of task force members and submits same to the Director of Vocational Education.
- (d) Provides supervision, as appropriate, for all task force related activities.
- (e) Distributes review copies of the food services for the aged syllabus and accompanying materials to the Director of Vocational Education and the Director of Secondary Curriculum.
- (f) Assumes responsibility for finalizing the syllabus and accompanying materials and obtains printed copies of same.
- (g) Contacts a representative from the Department of Research and Development for consultation with the task force in development of the checklist and the questionnaire.
- (h) Orders instructional materials.
- (i) Supervises the teacher aide.
- (j) As assigned, facilitates implementation of project activities related to the establishment of the gerontology lab and the student instructional segments of the project.
- (k) Prepares the final report of project activities, working in conjunction with a representative in the Department of Federal Programs.
- (l) Performs other related duties, as assigned.

(9) Gerontology Task Force

- (a) Develops and revises, if necessary, a food services for the aged gerontology syllabus and accompanying materials.
- (b) Meets with consultants to receive assistance, as scheduled.
- (c) Develops a checklist for determining student skill mastery in food management, production, and distribution for the gerontology food services for the aged course.
- (d) Develops a questionnaire to be completed by elderly citizens who are recipients of prepared meals and programs planned as part of the project.

(10) Teacher Aide

- (a) Assists the project teacher/facilitator, as assigned.
- (b) Assumes all clerical responsibilities related to development of the gerontology food services for the aged syllabus and accompanying materials.

(11) Vocational Food Services for the Aged

- (a) Instructs students in the food services for the aged course using the developed syllabus and accompanying materials.
- (b) Works with appropriate individuals to schedule the serving of meals to senior citizens.
- (c) Reviews questionnaires completed by senior citizens.
- (d) Completes a skill mastery checklist for each student enrolled in the food services for the aged course.

(12) Department of Research and Development Representative

- (a) Works with the task force to develop the checklist and the questionnaire.
- (b) Assists the Department of Federal Programs personnel in preparation and submission of required quarterly and final reports, as assigned.

(13) Out-of-District Consultants

- (a) Meets with the task force at prearranged times to provide orientation to the problems and needs of the aged in the area of food services.
- (b) Meets with the task force at prearranged times to provide assistance in development of the syllabus and accompanying materials.

2. Target Population

The activity will be conducted at Rancho High School in Las Vegas, Nevada. The student instruction portion of the program will be held in a gerontology learning lab, which will be constructed by the District. Directly across the street from Rancho High School is the Archie C. Grant Park, which is a retirement housing community.

Rancho High School has a student population of 2,538 and serves grades nine through twelve. As of February 1978, the percentage of students deriving from low income families, based upon free lunch data, was 7.6 percent. The ethnic distribution of students enrolled at Rancho High School is approximately sixty-eight percent Caucasian, twenty-one percent Black, eight percent Hispanic, two percent Asian, and one percent American Indian.

It is estimated that seventy students will participate in the program. Thirty of these students will be directly involved in food management, production, and distribution through lab experiences. An additional forty students may be funneled into the program based upon staff recommendation. Students will receive five hours instruction per week, four hours of which will be in two-hour blocks of time.

One-half credit will be earned for participation during the second semester of the 1979-80 school year. Students will receive entry-level job skills through participation in this course. Enrollment will be contingent upon a screening process in which the students' interests in elderly citizens are expressed. A staff member at

Rancho High School, who participated in the development of this project, gave the expressed opinion that only five to ten percent of the students enrolled in the gerontology program at Rancho High School would seek schooling beyond the twelfth grade. It was also indicated that an approximate thirty percent male enrollment is anticipated.

3. Time Schedule

<u>Month</u>	<u>Completed Task/Assignment</u>
Fall 1979 (upon notification of project funding)	1. The project budget unit is established. 2. The teacher aide is hired.
December 1978	1. Purchase order requests for gerontology lab equipment are processed. 2. School Facilities Division is contacted regarding building construction and equipment installation needs for the gerontology lab. 3. The task force is identified. 4. Out-of-District consultants are identified and hired.
January 1979	1. The gerontology task force meeting schedule is established. 2. The gerontology task force begins meetings to develop a food services for the aged syllabus and accompanying materials, a student skills mastery checklist, and a senior citizens' questionnaire.
January - May 1979	1. The gerontology task force continues to meet. 2. Consultants work with the task force. 3. A Department of Research and Development representative meets with the task force regarding development of the student skills mastery checklist and the senior citizens' questionnaire.
April 1979	1. Review copies of the gerontology syllabus and accompanying materials are prepared.
May 1979	1. The gerontology syllabus and accompanying materials are critiqued.
June 1979	1. The gerontology syllabus and accompanying materials are revised and final copies printed. 2. The student skills mastery checklist and the senior citizens' questionnaire are completed and printed.

Ongoing during funding period

1. Monthly budget printouts are monitored.
2. Program activities are monitored.
3. Instructional supplies are ordered.
4. The teacher aide assists the project teacher/facilitator.
5. Building construction and equipment installation for the gerontology lab ensue.
6. Dissemination activities occur.

September 1979 - January 1980

1. Project students receive the basics of management, production, and distribution of food for the aged.
2. Students obtain health cards.
3. The gerontology lab becomes ready for utilization.

February - May 1980

1. Project students are instructed in food services for the aged, based upon the developed syllabus and accompanying materials.
2. Students prepare and serve meals and plan social programs for senior citizens.
3. Senior citizens complete questionnaires.
4. The questionnaires are reviewed by the food services for the aged instructor.
5. The instructor of food services for the aged completes the skills mastery checklist for each project student.

June 1980

1. The project teacher/facilitator prepares a final project report.
2. Dissemination activities continue.

At a date established by the funding agency

1. Quarterly and final reports are submitted to the funding agency.
2. Project budget funds are expended or encumbered.

4. Data Collection

Information for the purposes of assuring fiscal responsibility, monitoring, evaluation, and/or dissemination will be gathered using the following strategies.

a. Budget Printouts:

The Federal Programs Monitoring Coordinator will receive a monthly report of project appropriations, encumbrances, and expenditures from the District's Accounting and Data Processing Departments. It is his responsibility to monitor the appropriateness of all project expenditures.

b. Review of Literature:

The task force will make a review of current research in the field of food services for the aged. This will be used in developing the gerontology course of study.

c. Monitoring Forms:

A monitor from the Department of Federal Programs will periodically visit the project site. As equipment purchased with project funds is received and installed, the monitor will make a notation on the monitoring checklist. The completed checklist will be used to evaluate the second objective. Also, a Federal Programs Monitoring Form will be completed when the monitor reviews other aspects of the project, and a copy will be submitted to the school principal or designee.

d. Questionnaire:

Opinions of senior citizens will be solicited after they have been served meals prepared by students in the program. A questionnaire will be developed by the task force which elicits comments concerning the quality of the meals and service in relation to each individual senior citizen's needs. The instructor will review the completed questionnaires to evaluate student progress and program curriculum.

e. Student Skill Mastery Checklist:

This checklist will be developed by the task force for the purposes of evaluating student skill mastery in the areas of management, production, and distribution of food for the aged.

D. STATEMENT OF DISSEMINATION

Upon completion of this project, complete curricula, accompanying materials, and assessment tools for the food services for the aged course, as well as for prerequisite gerontology courses currently operated at Rancho High School, will be available as a delivery system that can be easily transported to other high schools throughout the nation. In addition, the following dissemination activities will occur.

1. Individuals will be informed about the project through the Nevada Vocational Association and the American Vocational Association.
2. Articles will be prepared for professional journals.
3. Senior citizens from within the community will be involved in project activities.
4. The final project report will be distributed to the Nevada Department of Education and to other interested organizations or individuals.

E. EVALUATION PROCEDURES

1. Objective 1

Successful attainment of this objective, which relates to the development of a gerontology course-of-study syllabus and materials in the area of food services for the aged, will be evidenced by the completed products. Printed copies of the syllabus and accompanying materials will be made available as part of the final evaluation report upon request of the funding agency. Copies will also be available to other school districts as outlined in the dissemination section of this proposal.

2. Objective 2

Successful attainment of this objective, which involves the establishment of a gerontology learning lab for providing instruction in the area of food services for the aged, will be evidenced by a monitoring checklist. Periodically, a monitor from the District's

Department of Federal and Special Programs will visit the project site and will note progress that has been made in the receipt and installation of equipment. A brief summary of the monitoring checklist will be included in the final evaluation report.

3. Objective 3

Successful attainment of this objective, which relates to student attainment of entry-level job skills in the areas of management, production, and distribution of food for the aged, will be evidenced by a locally developed checklist completed by the teacher for each project enrollee. The gerontology task force will identify those skills that are necessary for entry into the labor force and those skills will be included in the checklist. As a student demonstrates mastery of each of these job skills, the teacher will make appropriate notations on the checklist. The teacher will determine skill mastery through observation, examination, sampling student products, and by reviewing questionnaires completed by senior citizens after they have been served a meal prepared by the students. The number and percent of students who master each job skill will be reported in the final evaluation report.

The project teacher/facilitator will be responsible for completing the final evaluation report, with assistance provided by representatives of the Department of Federal and Special Programs and the Department of Research and Development. The final evaluation report will be prepared in the manner prescribed by the Nevada Department of Education.

F. PERSONNEL QUALIFICATIONS

1. Project Director

a. Name:

Mr. Mario Monaco

b. Title:

Principal, Rancho High School

c. Special Qualifications:

Mr. Monaco has been principal at Rancho High School for the past six years. His interest in vocational education, combined with his role as school principal, has influenced the direction of vocational programs at Rancho High School. As a school principal, Mr. Monaco has demonstrated ability to initiate and implement successful vocational programs.

d. Resume:

(1) Education

1953	M.A. in Education, University of Portland, Portland, Oregon.
1952	B.A. in Social Studies/English, University of Portland, Oregon. Additional hours at the University of Nevada, Las Vegas; University of Montana; and other universities.
1946	Graduate - Anaconda High School, Anaconda, Montana.

(2) Experience

1972 to present	Principal, Rancho High School, 1900 East Owens Ave., North Las Vegas, NV 89030.
1969 to 1972	Principal, Gibson Junior High School, 2900 West Washington, Las Vegas, NV 89107.
1963 to 1969	Assistant Principal, Gibson Junior High School
1961 to 1963	Teacher, Western High School, 4601 West Bonanza Rd., Las Vegas NV 89107.
1959 to 1961	Teacher, Hyde Park Junior High, 900 Hinson St., Las Vegas, NV 89107.
1958 to 1959	Teacher Fremont Junior High, 1100 East St. Louis, Las Vegas, NV 89104.
1956 to 1958	Teacher, Anaconda Junior High and Anaconda Senior High, Anaconda, Montana.
1954 to 1956	Teacher, Mt. Angel Eighth Grade and High School, Mt. Angel, Oregon.

(3) Community and Professional Activities

Donna Kutzen Youth Board
Donna Kutzen Youth Foundation - Coordinator
C.Y.O. - Board Member
O.L. of Las Vegas Youth Board - President
Southern Nevada Pop Warner Football Board - Treasurer and President
Adult Council on Youth Affairs, City of Las Vegas
National Association of School Administrators - State of Nevada Coordinator
Nevada Association of Secondary School Principals
Clark County Association of Secondary School Principals - Secretary and President
Clark County Association of School Administrators
Air Force Junior R.O.T.C. Advisory Committee - National Member

2. Project Teacher/Facilitator

a. Name:

Mrs. Marilyn Bollinger

b. Title:

Gerontology Teacher and Family Living Chairperson

c. Special Qualifications:

Mrs. Bollinger has been involved in planning and developing the curriculum for the existing gerontology program at Rancho High School. She has planned and developed child development courses and has organized and administered a child development lab at Yuma Union High School in Arizona. Mrs. Bollinger initiated a counseling program for planned parenthood in Las Vegas. In this program she provided counseling to pregnant girls and contacted local agencies for referral purposes. Mrs. Bollinger has also trained teachers to implement vocational programs.

d. Resume:

(1) Education

B.S. in Home Economics Education, University of Arizona, Tuscon, Arizona.
M.A. in Guidance and Counseling, Arizona State University, Tempe, Arizona,
and 40 semester hours in Psychology and Sociology.

(2) Certification

Nevada Secondary Teacher
Nevada Secondary Counselor
Nevada Vocational Home Economics

(3) Experience:

Six years, teacher in sociology and family living, Clark County School District,
Las Vegas, NV
Two years, teacher in home economics, Phoenix College, Phoenix, Arizona.
Three years, teacher in home economics, Phoenix Union High School, Phoenix,
Arizona.
One year, teacher in home economics, Yuma Union High School, Yuma,
Arizona.

(4) Community Activities

Great Books Discussion Leader
Planned Parenthood, Counselor, Board Member
March of Dimes, Division Chairperson
PTA, Board Member, Officer
Cub Scout Den Leader
Church, Youth Activities

3. Consultants

Out-of-district consultants will be hired to work with the task force in development of a food services for the aged course-of-study syllabus and accompanying materials. The consultants are yet to be identified. Outlined below are suggested areas from which consultants will be selected.

- a. Gerontology Department of the University of Nevada at Las Vegas.
- b. Percy Andrus Gerontology Center at the University of Southern California.
- c. The medical field, especially the area of geriatrics.
- d. Dietary and nutritional fields with the emphasis on needs of the elderly.
- e. Food service programs at hospitals and/or rest homes and at hotels or government sponsored programs such as Meals-on-Wheels.
- f. Senior citizen organizations.

G. FACILITIES

The Clark County School District will construct a gerontology food services lab at Rancho High School adjacent to existing gerontology classrooms. At the present time, an open air patio is located where the gerontology lab will be built. Upon completion of construction, equipment purchased from project funds will be installed in the lab.

A restaurant equipment and supply company representative was consulted prior to development of the list of required equipment items. Equipment to be purchased is shown below.

1. One combination range with four open burners, a 24-inch fry top, and an oven.
2. One salamander broiler and one 24-inch charbroiler.
3. One gas fryer.
4. One pot sink with a pot rack and one hand sink.
5. Two work tables, one gas steam table, and one sandwich and salad table.
6. One hood with a wall flash and an exhaust system.
7. One reach-in freezer, 22 cubic feet.
8. One reach-in refrigerator with two doors, 47 cubic feet.
9. One microwave oven.
10. One fire system.

The Archie C. Grant Park, located across the street from Rancho High School, is a retirement community. Individuals residing in this housing development and other senior citizens from throughout the community will be invited to programs especially planned for senior citizens. The programs will include a meal that has been prepared and served by the students.

IV. ASSURANCES

This is to insure the Nevada Department of Education that the Gerontology program at Rancho High School will be operated in compliance with the assurances as stipulated in the local Vocational Education Plan of 1979, which the Nevada Department of Education previously authorized for funding.

(Authorized Representative)
Frank F. Dixon, Director
Department of Federal and Special Programs

Statement of Assurances

- a. The applicant has the necessary legal authority to apply for and to receive the proposed contract.
- b. The activities and services for which assistance is sought under this program will be administered by or under the supervision of the applicant.
- c. No funds received under this contract shall be used to supplant funds normally budgeted for the planning of services of the same type.
- d. The applicant will comply with Title VI of the Civil Rights Act of 1964 (p.1. 88-352) and all requirements imposed by or pursuant to the regulations of the Department of Health, Education and Welfare (45 CFR, Part 80) issued pursuant to the Title, to the end that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance.
- e. The project will be operated in compliance with all applicable state and federal laws and with administrative issuances by the Nevada State Board of Education/Office of Vocational Education, including submission of such reports as may be required.
- f. This application will be presented to the governing body of the application on October 12, 1978, at an 8:00 p.m. Board of School Trustees' meeting. A letter of authorization will be mailed to the funding agency immediately following Board approval to file the application.
- g. The Nevada State Department of Education/Office of Vocational Educational assumes rights to all materials and/or products developed in this project.

(Authorized Representative)
Frank F. Dixon, Director
Department of Federal and Special Programs